Veterans Review and Appeal Board Canada

Tribunal des anciens combattants (révision et appel) Canada

Report on the Administration of the *Privacy Act*

2017-18

Your right to be heard

Canada

© Her Majesty the Queen in Right of Canada,
as represented by the Minister of Veterans Affairs and Associate Minister of National Defence, 2018

Catalogue No. V96-2E-PDF
ISSN 2369-0631 [Print]
ISSN 2369-064X [Online]
This document is available on the Veterans Review and Appeal Board website at
http://www.vrab-tacra.gc.ca
This document is available in alternative formats upon request.

CONTENTS

Message from the Chair 1

The Veterans Review and Appeal Board 2

Introduction 3

Fulfilling its responsibilities under the *Privacy Act* 4

Delegation Order 5

Statistical Report - Interpretation 8

Part 1 – Requests under the *Privacy Act* 8

Part 2 – Requests Closed During the Reporting Period 9

2.1 – Disposition and Completion Time 9

2.2 - Exemptions 10

2.3 - Exclusions 10

2.4 – Format of Information Released 10

2.5 - Complexity 10

2.6 – Deemed Refusals 11

2.7 – Requests for Translation 11

Part 3 – Disclosures under Subsection 8(2) and 8(5) 11

Part 4 – Requests for Correction of Personal Information and Notations 11

Part 5 – Extensions 11

Part 6 – Consultations Received from Other Institutions and Organizations 11

Part 7 – Completion Time of Consultations on Cabinet Confidences 11

Part 8 – Complaints and Investigations Notices Received 12

Part 9 – Privacy Impact Assessments (PIAs) 12

Part 10 – Resources Related to the *Privacy Act* 12

Training and Awareness 12

Policies, Guidelines, Procedures and Initiatives 12

Complaints, Audits and Investigations 13

Monitoring Compliance 13

Material Privacy Breaches 13

Privacy Impact Assessments 13

Public Interest Disclosures 13

Annex 1 – Statistical Report on the *Privacy Act* 14

MESSAGE FROM THE CHAIR

On behalf of the Veterans Review and Appeal Board, I am pleased to present the 2017-18 annual report to Parliament on the administration of the *Privacy Act*.

This legislation gives Canadian citizens the right to access and correct personal information held by the Government of Canada. It also protects the individual's right to privacy by strictly controlling how the government collects, uses, discloses and disposes of this information.

In 2017-18, the Board's Access to Information and Privacy (ATIP) Unit experienced a significant increase in formal requests over last year. Formal access requests surged to 12 from three in 2016-17, and formal privacy requests grew to 41 from 33 in 2016-17.

One significant request the Board received in 2017-18 resulted in the depersonalization and disclosure of nearly 4,000 decisions representing more than 18,000 pages. All of these decisions are now published on the Canadian Legal Information Institute (CanLII) website.

Throughout 2017-18, the Board made great strides in its transition to a paperless hearing process. To support this transition, the ATIP Unit is working to complete a Privacy Impact Assessment that will be submitted to the Office of the Privacy Commissioner and the Treasury Board of Canada Secretariat in the coming months.

The Board's ATIP Unit continues to make efforts to ensure staff are working with the importance of data privacy at front of mind. In May 2017, the ATIP Unit launched its fourth annual Privacy Month that included a weekly email campaign and poster display. In January 2018, the Board celebrated Data Privacy Day to build awareness and highlight the impact of technology on privacy rights.

In 2017-18, the Board continued to provide applicants with an independent avenue of redress for their disability pension, disability award and War Veterans Allowance decisions. In fulfilling this mandate, we are committed to protecting individual rights by upholding the legislation and developing our capacity in matters of access to information and privacy.

Looking back on a busy year for the Board's ATIP Unit, I am pleased with the work staff continue to do to support openness, transparency and accountability year-after-year.

Thomas W. Jarmyn
Chair

THE VETERANS REVIEW AND APPEAL BOARD

OUR OBJECTIVE

The Veterans Review and Appeal Board (VRAB, the Board) is an independent, administrative tribunal created in 1995. The Board provides an appeal program for service-related disability decisions made by Veterans Affairs Canada (VAC, the Department). This program gives applicants two levels of redress for disability benefits decisions and Critical Injury Benefit decisions. The Board also hears final appeals on War Veterans Allowance applications.

The Board's objective is to ensure that Canada's traditional Veterans, Canadian Armed Forces members and Veterans, Royal Canadian Mounted Police applicants, qualified civilians and their families receive the disability pensions, disability awards and other benefits to which they are entitled under the law.

HOW WE WORK

The Board operates at arm's-length from the Department to ensure a fair appeal process for applicants. Our work is governed by the *Veterans Review and Appeal Board Act* and delivered by up to 25 permanent Members appointed by the Governor in Council and approximately 75 staff in 2017-18. Our daily work involves conducting hearings in locations across Canada and issuing written decisions for applicants based on evidence and according to the legislation governing disability benefits.

OUR HEARING PROGRAM

The Board provides applicants with two levels of redress: a review hearing and a subsequent appeal hearing if they remain dissatisfied. Our hearings are non-adversarial, which means no one argues against the Veteran. Applicants have access to free case preparation and representation at their hearing by the Bureau of Pensions Advocates (a unique organization of lawyers within VAC) or by Service Officers from Veterans' organizations. As independent adjudicators, Board Members are not bound by previous decisions and have authority to change them to benefit applicants if there is credible evidence.

The review hearing is the first and only opportunity in the disability adjudication process for applicants to appear before the decision makers and tell their story (provide testimony). We hold review hearings in locations across Canada, and by video conference, where applicants give oral testimony, bring forward witnesses and new information, and present arguments in support of their case. If applicants are not satisfied with their review decision, they can request an appeal hearing. While the legislation does not permit oral testimony at the appeal level, the hearing is a further opportunity for applicants, through their representative, to submit new information and arguments. Appeal hearings are usually held at the Board's Head Office in Charlottetown, Prince Edward Island.

OUR COMMITMENT

The Board is committed to upholding the principles of the *Privacy Act* while providing applicants with a fair and timely appeal process for disability benefits decisions.

INTRODUCTION

The *Privacy Act* protects the privacy of individuals with respect to personal information held by a government institution and provides individuals with a right of access to that information.

This *Act* also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, disclose, and dispose of any personal information.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare an Annual Report on the administration of the *Act* for submission to Parliament during each fiscal year.

MANDATE

The Veterans Review and Appeal Board has full and exclusive jurisdiction to hear, determine and deal with all applications for review and appeal that may be made to the Board under the *Pension Act*, the *Veterans Well-being Act* - Part 3, the *War Veterans Allowance Act* and other Acts of Parliament. All matters related to appeals under this legislation are authorized under the *Veterans Review and Appeal Board Act*.

This Board also adjudicates duty related pension applications under the authority of the *Royal Canadian Mounted Police Pension Continuation Act* and the *Royal Canadian Mounted Police Superannuation Act*.

FULFILLING ITS RESPONSIBILITIES UNDER THE *PRIVACY ACT*

The Access to Information and Privacy (ATIP) Office is under the Director, Strategic and Corporate Services who acts on behalf of the Chairperson of the Board to oversee the administration of the *Privacy Act*.

The ATIP Office consists of a Coordinator, a Deputy Coordinator, a Senior ATIP Officer and an ATIP Coordination Officer.

The Board has full responsibility for the administration of the *Privacy Act*.

Duties of the ATIP Coordinator's Office include:

- Process requests for information submitted under the *Privacy Act* in accordance with the legislation, regulations and Treasury Board of Canada Secretariat (TBS) policies, directives and guidelines;
- Provide VRAB managers and staff with advice and guidance regarding the interpretation and application of the *Privacy Act*, and related TBS policies, directives and guidelines;
- Develop policies, procedures and guidelines for the administration of the *Act* and related TBS policies and guidelines;
- Complete Preliminary and Full Privacy Impact Assessments (PIA) as required;
- Coordinate the resolution of any complaints against VRAB made to the Privacy Commissioner under the *Privacy Act*;
- Promote awareness to ensure employees understand their roles and responsibilities and the Board fulfills its obligations under the *Act*;
- Manage privacy breaches and inform the Office of the Privacy Commissioner (OPC) and TBS of all material privacy breaches.
- Respond to Parliamentary written questions on privacy;
- Review contracts with third parties using TBS guidance documents;
- Update VRAB's Information about Programs and Information Holdings (formerly known as Info Source) chapter on the VRAB web site in accordance with the TBS directive; and
- Prepare the Annual report to Parliament and the annual Statistical Report on the administration of the *Privacy Act*.

DELEGATION ORDER

Delegation Order – *Privacy Act* and Privacy Regulations

The Chairperson, Veterans Review and Appeal Board, pursuant to section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of the Veterans Review and Appeal Board under the provisions of the *Act* and related regulations set out in the schedule below. This designation replaces all previous delegation orders.

Delegation of Authority under the *Privacy Act*

Provision	Description	Title of position(s)
8(2)(j)	Disclosure for research or statistical purposes	ATIP Coordinator Deputy Coordinator
8(2)(m)	Disclosure in the public interest or in the interest of the individual	Chairperson
8(4)	Copies of requests under 8(2)(e) to be retained	ATIP Coordinator Deputy Coordinator
8(5)	Notice of disclosure under 8(2)(m)	Chairperson
9(1)	Record of disclosures to be retained	ATIP Coordinator Deputy Coordinator
9(4)	Consistent uses	ATIP Coordinator Deputy Coordinator
10	Personal information banks	ATIP Coordinator Deputy Coordinator
14(a)	Notice where access requested	ATIP Coordinator Deputy Coordinator ATIP Officer
14(b)	Giving access to the record	ATIP Coordinator Deputy Coordinator
15	Extension of time limits	ATIP Coordinator Deputy Coordinator ATIP Officer
17(2)(b)	Language of access	ATIP Coordinator Deputy Coordinator ATIP Officer

17(3)(b)	Access in an alternative format	ATIP Coordinator Deputy Coordinator ATIP Officer
18(2)	Exemption- Exempt banks- disclosure may be refused	ATIP Coordinator Deputy Coordinator
19	Exemption -Information obtained in confidence	ATIP Coordinator Deputy Coordinator
20	Exemption - Federal-provincial affairs	Director General
21	Exemption- International affairs and defense	Director General
22	Exemption-Law enforcement and investigations	ATIP Coordinator Deputy Coordinator
22.3	Exemption – *Public Servants Disclosure Protection Act*	Director General
23	Exemption- Security clearances	ATIP Coordinator Deputy Coordinator
24	Exemption- Individuals sentenced for an offence	ATIP Coordinator Deputy Coordinator
25	Exemption- safety of individuals	ATIP Coordinator Deputy Coordinator
26	Exemption- Information about another individual	ATIP Coordinator Deputy Coordinator
27	Exemption- solicitor-client privilege	ATIP Coordinator Deputy Coordinator
28	Exemption- Medical records	ATIP Coordinator Deputy Coordinator
31	Notice of intention to investigate	ATIP Coordinator Deputy Coordinator
33(2)	Right to make representation	ATIP Coordinator Deputy Coordinator
35(1)(b)	Notice of actions to implement recommendations of Commissioner	ATIP Coordinator Deputy Coordinator
35(4)	Access to be given to complainant	ATIP Coordinator Deputy Coordinator

36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	ATIP Coordinator Deputy Coordinator
51(2)(b)	Special rules for hearings	ATIP Coordinator Deputy Coordinator
51(3)	*Ex parte* representation	ATIP Coordinator Deputy Coordinator
72(1)	Report to Parliament	ATIP Coordinator Deputy Coordinator

Delegation of authority under the *Privacy Regulations*

Provision	Description	Title of Position(s)
9	Examination of personal information	ATIP Coordinator Deputy Coordinator ATIP Officer
11(2)	Notification of correction has been made	ATIP Coordinator Deputy Coordinator ATIP Officer
11(4)	Notification of correction has been refused in whole or in part	ATIP Coordinator Deputy Coordinator ATIP Officer
13(1)	Disclosure of personal information relating to physical or mental health	ATIP Coordinator Deputy Coordinator
14	Examination in the presence of medical practitioner or psychologist.	ATIP Coordinator Deputy Coordinator

Dated, at the city of Charlottetown, this thirty-first day of March, 2016.

Thomas W. Jarmyn

Acting Chairperson, Veterans Review and Appeal Board

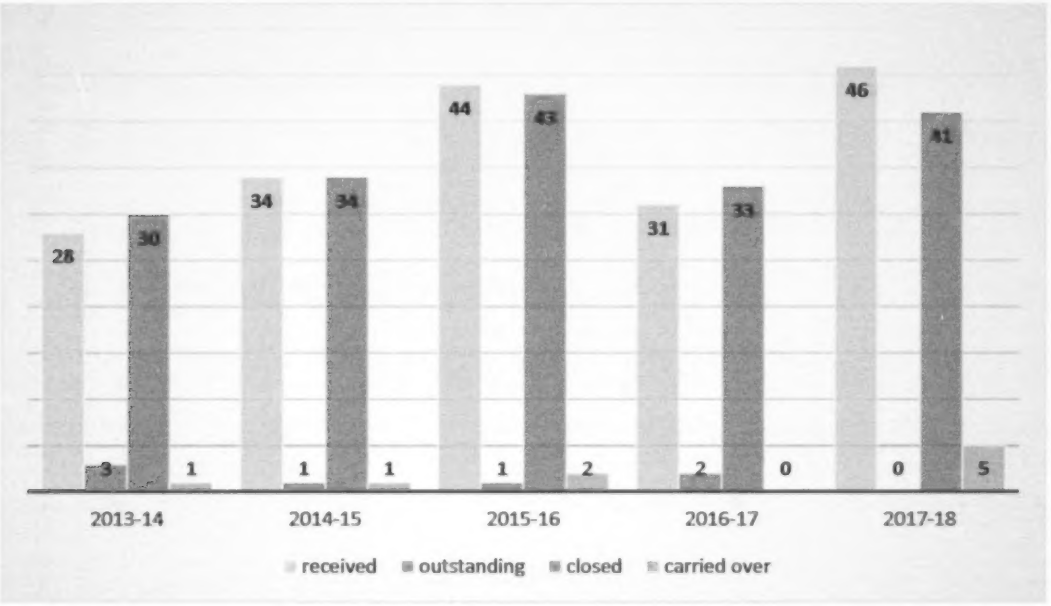
STATISTICAL REPORT - INTERPRETATION

The Statistical Report (Annex 1) provides a summary of the formal *Privacy Act* requests processed for the reporting period of April 1, 2017 and March 31, 2018.

PART 1 – REQUESTS UNDER THE *PRIVACY ACT*

During the reporting period, VRAB received 46 requests under the *Privacy Act*. Five requests were carried over to the next reporting period, for a total of 41 requests closed during the reporting period. This represents an increase of eight requests completed (24%) compared to last year's total of 33. The numbers in the table below illustrate privacy requests over the last five years.

Table 1 - Overview of privacy requests for the last five years



PART 2 – REQUESTS CLOSED DURING THE REPORTING PERIOD

2.1 – DISPOSITION AND COMPLETION TIME

The following two tables illustrate the disposition and completion time of the 41 requests that were completed in 2017-18 with information disclosed in accordance with the provisions of the legislation.

Table 2 - Disposition of Requests Closed

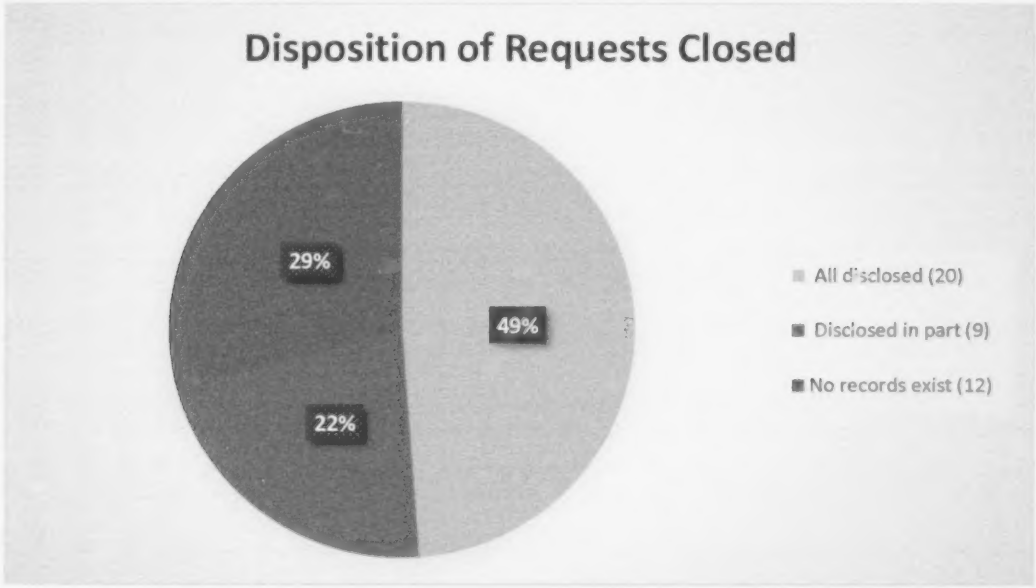
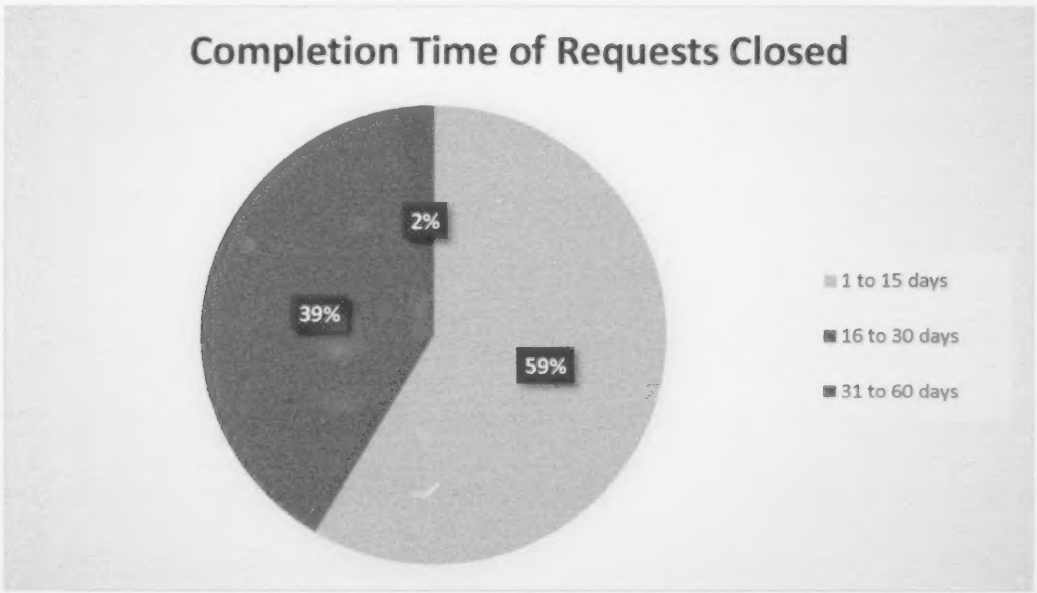


Table 3 – Completion Time of Requests Closed



2.2 - EXEMPTIONS

An exemption is a provision under the *Privacy Act* that authorizes the head of the institution or delegate to refuse to disclose records in response to a privacy request.

The following table identifies the number of requests to which specific types of exemptions were applied:

Exemptions cited	2015-16	2016-17	2017-18
Subsection 22(1)(b) Law enforcement & investigation	**0**	**1**	**4**
Section 26 information about another individual	**18**	**13**	**9**
Section 27 solicitor-client privilege	**0**	**2**	**2**

2.3 - EXCLUSIONS

Pursuant to sections 69 and 70 of the *Privacy Act*, the *Act* does not apply to:

- library or museum material preserved solely for public reference,
- material placed in the Library and Archives of Canada,
- personal information that is publicly available or
- confidences of the Queen's Privy Council.

No exclusions were cited during the 2017-18 reporting period.

2.4 – FORMAT OF INFORMATION RELEASED

For requests where information is disclosed, the requester has the right to ask for the information in the format of choice. During the reporting period 13 requests were released in whole or in part on paper, 12 were released on CDs and four were released under other formats (i.e. digital recordings).

2.5 - COMPLEXITY

During the reporting period, the ATIP office processed a total of 10,956 pages and disclosed 10,925 pages. This represents an increase of 6,300 pages processed (135%) compared to last year's total of 4,656 pages processed.

Fiscal Year	Number of pages processed	Number of pages disclosed	Number of requests
2015-16	7,714	7,714	32
2016-17	4,656	4,623	28
2017-18	10,956	10,925	29

The other complexities associated with the handling of requests consisted of seeking legal advice on three requests and processing digital recordings in 20 requests.

2.6 – DEEMED REFUSALS

Deemed refusal is when a government institution fails to give access to any personal information requested within the time limits set out in the *Act*. During the reporting period, VRAB met all statutory deadlines on requests.

2.7 – REQUESTS FOR TRANSLATION

In 2017-18, VRAB did not receive any requests for translation. This is similar to the previous fiscal year where no requests requiring translation were received.

PART 3 – DISCLOSURES UNDER SUBSECTION 8(2) AND 8(5)

During the reporting period VRAB did not have any disclosures under paragraph 8(2)(e) or 8(2)(m). Therefore, VRAB had no requirement to notify the Privacy Commissioner under subsection 8(5) of the *Privacy Act*.

PART 4 – REQUESTS FOR CORRECTION OF PERSONAL INFORMATION AND NOTATIONS

In 2017-18, VRAB did not receive any requests for correction of personal information and/or notations.

PART 5 – EXTENSIONS

The *Privacy Act* allows institutions to extend the original 30 day time limit under certain specific circumstances as provided under section 15 of the *Act*. VRAB invoked one extension in 2017-18 for 30 days under subsection 15(a)(i) as meeting the original time limit was unreasonably interfering with the Board's operations.

PART 6 – CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

VRAB did not receive any consultations during the reporting period from another Government of Canada institution or organization.

PART 7 – COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES

In 2017-18, VRAB had no consultations on Cabinet Confidences; therefore, there were no requests with legal services or the Privy Council Office for review and recommendation on the application of section 70 of the *Privacy Act*.

PART 8 – COMPLAINTS AND INVESTIGATIONS NOTICES RECEIVED

During the reporting period, VRAB did not receive any notices under section 31, 33 or 35 concerning complaints and investigations.

PART 9 – PRIVACY IMPACT ASSESSMENTS (PIAs)

During the reporting period, VRAB did not finalize any Privacy Impact Assessments.

PART 10 – RESOURCES RELATED TO THE *PRIVACY ACT*

In 2017-18, VRAB spent a total of $91,819 administering the *Privacy Act*. Staff salaries accounted for $88,431 and other administrative costs (representing goods and services) amounted to $3,388. During the reporting period VRAB dedicated 1.90 person years to privacy activities.

TRAINING AND AWARENESS

In 2017-18, the VRAB ATIP office held five ATIP training session for 13 new employees. Since its inaugural year in 2013-14, ATIP training has become a key orientation component for all new employees, whether they are indeterminate, term or casual. The training session deals with the appropriate use and protection of personal information, steps to take if a privacy breach occurs, duty to assist and employee obligations under the *Access to Information Act* and the *Privacy Act*.

Additionally, 29 employees participated in security briefing sessions that included an overview of both access to information and privacy legislation and fundamentals, rules regarding accessing information and the Need to Know principle.

POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

May 2017 marked the fourth annual Privacy Month at the Board. Throughout the month posters were prominently displayed throughout the Board, weekly e-mail tips were shared with all staff and memoranda on the following topics reminded all employees of best practices when handling information:

- Privacy and Protection of Client Information
- ABCs of Protected Information
- Clear Desk Practice
- Need to Know Principle
- Safe Disposal of Protected and Classified Information

These memos, posters, and e-mail tips foster a privacy culture at the Board and ensure continual awareness of employees' roles and responsibilities when handling, protecting and disposing of information.

Data Privacy Day - The Board took the opportunity to build awareness and highlight the impact of technology on privacy rights.

In support of the Government of Canada's commitment to transparency, openness and accessibility, the Board continued to post summaries of completed ATI requests to open.cananda.ca

COMPLAINTS, AUDITS AND INVESTIGATIONS

VRAB did not receive any complaints nor were there any audits or investigations concluded during the reporting period.

MONITORING COMPLIANCE

The VRAB ATIP office monitors all requests for information in Access Pro Case Management. This software allows for the inputting and tracking of requests. The Senior ATIP Officer monitors all requests received in the ATIP office and provides the Deputy Coordinator with a weekly status/progress report.

MATERIAL PRIVACY BREACHES

The Board is pleased to note that there were no material privacy breaches during the 2017-18 reporting period.

PRIVACY IMPACT ASSESSMENTS

During the 2017-18 reporting period, VRAB did not finalize any Privacy Impact Assessments.

However, a core PIA on the paperless hearing process is in the final stages of completion. It will be submitted to the OPC and TBS and reported in next year's annual report.

PUBLIC INTEREST DISCLOSURES

There were no disclosures made under paragraph 8(2)(m) of the *Privacy Act* during the 2017-18 reporting period.

Statistical Report on the *Privacy Act*

Name of institution: Veterans Review and Appeal Board

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Privacy Act*

	Number of Requests
Received during reporting period	46
Outstanding from previous reporting period	0
Total	46
Closed during reporting period	41
Carried over to next reporting period	5

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
All disclosed	12	8	0	0	0	0	0	20
Disclosed in part	0	8	1	0	0	0	0	9
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	12	0	0	0	0	0	0	12
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	24	16	1	0	0	0	0	41

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	4	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	9
19(1)(f)	0	22.1	0	27	2
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	8	8	4
Disclosed in part	5	4	0
Total	13	12	4

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	4395	4395	20
Disclosed in part	6561	6530	9
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0
Total	10956	10925	29

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	13	214	3	561	3	2221	1	1399	0	0
Disclosed in part	0	0	6	1861	2	1557	1	3112	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	13	214	9	2422	5	3778	2	4511	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	12	12
Disclosed in part	0	3	0	8	11
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	3	0	20	23

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
Total	0

Part 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	0	0	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	1	0	0	0
Total	1	0	0	0

Part 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Part 9: Privacy Impact Assessments (PIAs)

Number of PIA(s) completed	0

Part 10: Resources Related to the *Privacy Act*

10.1 Costs

Expenditures		Amount
Salaries		$88,431
Overtime		$0
Goods and Services		$3,388
• Professional services contracts	$0	
• Other	$3,388	
Total		**$91,819**

10.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	1.90
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.90

This publication can be made available upon request. For further information or to obtain additional copies please contact:

VRAB ATIP Coordinator's Office
PO Box 9900
Charlottetown, Prince Edward Island
C1A 8V7

ATIP-AIPRP@vrab-tacra.gc.ca

Visit our Web site at: www.vrab-tacra.gc.ca

In Canada and the United States

Call us toll free at

1-800-450-8006 (English)

1-877-368-0859 (French)

From all other locations

Call us collect at

0-902-566-8751 (English)

0-902-566-8835 (French)